Information Technology Advisory Board
SEPTEMBER 24, 1997
MEETING MINUTES

ATTENDEES:

Lew Davison, Chairman	Joyce Backes	Mike Benzen
Matt Blotevogel	Karen Boeger	Jan Grecian
Gina Hodge	Russell Helm	Rita Kerperin
George Marshall	Bob Meinhardt	Chris Mertens
Rick Moore	Paul Peterson	Rex Peterson
Richard Pierce	Jim Roggero	Betty Rottmann
Cindi Rutherford	Dave Schroeder	Larry Seneker
Don Slinkard	John Stephenson	Gail Wekenborg
Debbie Wells	Tony Wening	Chris Wilkerson
Rise' Williamson		

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on September 24, 1997 in the Interpretive Center of the Secretary of State's Office. He welcomed everyone to the meeting.

APPROVAL OF MINUTES

1. Approval of the August 27, 1997, Information Technology Advisory Board Meeting Minutes

Lew asked for additions, deletions or corrections to the August 27, 1997 ITAB meeting

minutes. Joyce Backes made a motion, seconded by Betty Rottmann, that the minutes

be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike reported as follows:

> a: Sterling Software - All participants must have purchase orders in by Friday. If these are not in, the contract will be null and void. Send Mike a copy of your purchase order.

b. DST has made job offers last Thursday. He is interested in knowing how many of the agencies are affected and how many have employees have accepted. After discussion it appears that the offers, in many cases, were in the range of $15,000 more than they are presently earning. Few accepted, and some indicated fringe benefits offered were not comparable to what the state offers and declined the offer.

c. ITAB Planning meeting - The Board is addressing the problem of turnover due to below market salaries. Each agency was asked to provide information on hires and terminations since July, 1995, a listing of all information system personnel as well as present vacancies. So far IT has 700 people currently in the database with 50 vacancies which is about 8%. This may not be a true picture as agencies are hiring underqualified individuals and having to provide a tremendous amount of training. There are still several agencies who have not responded and he encouraged them to provide the information as soon as possible in order to have an accurate overall figure for the state. He encouraged all to attend the next meeting as the agenda will be devoted to the salary issue. Copies will be provided to all once all the data is compiled.

d. Annual Report -Mike mentioned IT is required, by law, to prepare an Annual Report and inventory of DPS and submit plans for the following year. He asked that all ITAB members submit their information soon in order to have it published prior to the start of the legislative session. He will provide information and asked that it be updated and returned..

ACTION REQUIRED: All participating agencies for Sterling Software products provide copies of POs by Friday. Return Personnel information to Mike. It will be discussed at next ITAB Planning meeting. Mike will provide copies to all ITAB members. Mike will provide all with information on Annual Report. Update and return to Mike.

2. Software Standard (Chris Wilkerson)

Lew reported a meeting will be held tomorrow in Room 215 at the Rickman Center from

10:00 a.m. through 4:00 p.m. on Software Standards with special emphasis on architecture.

Dean Meyer will be present to facilitate the meeting. Announcements along with an agenda

and a copy of Dean's publication "Structural Cybernetics - An Overview" have been mailed

earlier. He also mentioned there is a section in the book on Architecture and asked that

participants review this material prior to the meeting. Lunch will be provided.

ACTION REQUIRED: Meeting - September 25 10:00 a.m. - 4:00 p.m. Rickman Center.

3. Year 2000 (Dave Schroeder)

Dave reported coordination meetings will begin next month. He has been visiting the various agencies, introducing himself, meeting the Y2K coordinators and presenting progress report. Next month information will be provided on a training schedule. Dave also reported he and Mike will be attending a national

Y2K summit next month in Pennsylvania. He will be providing the group with the names of agency coordinators to funnel information to rather than delaying it by having it all sent to him and then routing it out to the various agencies.

ACTION REQUIRED: None - informational.

4. Data Center Consolidation (Gerry Wethington)

In Gerry's absence Bob Meinhardt reported the service level agreement should be signed on Tuesday. Also a decision will be made next Monday on whether or not to proceed with the consolidation plans for October 4-6 of Patrol/Labor with the State Data Center or delay until the problems with failure of micro-code are resolved. Presently the company is actively working on the problem and has people on-site trying to resolve the problems. Since DOLIR is involved in this consolidation, they asked to be a part of the decision making effort, particularly if it is postponed. Don mentioned there are critical dates in their operations that would not be satisfactory for the consolidation.

Lew reported Transportation is working on consolidation plans with the State Data Center Target date is early 1998.

ACTION REQUIRED: SLA will be signed. Decision on Patrol/Labor consolidation

with State Data Center scheduled for Oct. 4-6 will be made on Monday.

5. Prime Vendor (Larry Seneker)

Larry reported there is some confusion on the issue of computer maintenance. He would like to clarify the fact that maintenance coverage is not automatically offered. It is entirely separate. On Microsoft Select 4.0, the problems have been resolved and it can now be added to the Prime Vendor contract.

He also reported a new version of the Web site will be coming out October 1 with an even better web site coming on board January 1.. Also PC criteria has previously been with the Gartner group and since they are no longer on state contract, it will be moved over to the Meta group.

The Board discussed various problems they have been encountering with GE Capital in getting wrong merchandise, problem with return authorizations, prices on invoices are different from the purchase orders, orders being lost, not getting phone calls returned, etc. Mike reported he is trying to keep abreast of the problems and determine if any progress is being made from month to month. He asked that the comments be provided to him by way of Email and he will be getting with Jim Wood of GE in St. Louis who is trying to handle the problems personally.

Several present also reported they have been very pleased with working with prime vendor and have been receiving the correct merchandise in a timely manner.

Betty Rottmann reported she is gathering statistical information on the Help Desk service through Prime Vendor and will report on it later in this meeting or at a future date.

ACTION REQUIRED: Email to Mike problems with prime vendor contract.

Betty will be reporting on Help Desk service.

6. Personnel Committee (Joyce Backes)

Joyce reported the Personnel Committee met early in September and received reports from all their subcommittees. They reviewed drafts provided by the classifications subcommittee. Comments from the individual members of the Personnel Committee are due to Larry Bonnot, Chairman of that Subcommittee now. There were four classifications developed.. One is an easier way to get into the system. Then you can proceed upward through either the technical route or branch to the supervisory route. A representative from the Personnel Division will be meeting with the group next week to further discuss the testing procedures, etc.

Yesterday there was a meeting of the Jefferson City Training Coalition. The discussion centered on an accelerated training program. This would geared for people who have a degree or just have the interest and aptitude. The suggestion was to put them through twelve weeks of intensive training. This would be followed by another four weeks of training that is more specialized and geared for their particular agency's environment. The small colleges and/or trades schools have expressed an interest in being our resources for that kind of a program. The schools have also expressed an interest in having guest instructors. Several other businesses in the Coalition have expressed an interest in an accelerated training program. The Department of Revenue has indicated they have been conducting such in-house sessions for training their own personnel.

Mike also mentioned that in the database just recently set up he was focusing on vacancies in state government and it appears the problem may be more in the area of qualified people for these vacancies or the filling of positions with under-qualified people and have to put them through a rigorous training program (approximately 6-12 months) to bring them up to the qualifications needed for the position.

Mike also reported he will be meeting this afternoon with people from William Woods College to discuss an accelerated education program.

ACTION REQUIRED: New Classifications will be discussed at next months meeting. other items Informational - none.

7. Information Technology Education Advisory Committee (Jim Roggero)

Jim Roggero reported the Committee is aware of the present need for training and feels we have a good start with the commercial facilities presently available. However, the need for an Information Technology State Education Center still exists and this would complement the training facilities presently available in the various departments. This type of facility is several years down the road. He indicated Tom Robbins, Chairman of the Policy Subcommittee is also in attendance today.

Last month the Policy Subcommittee recommendations were distributed and each was asked to review the recommendations and be ready to discuss at this meeting. Tom indicated he would be glad to discuss any items or answer any questions. Jim moved that the recommendations be accepted, Joyce seconded his motion and the committee voted to accept the Policy Recommendations dated July 10, 1997 as offered.

ACTION ITEM: Approved Policy Subcommittee Recommendations as presented.

8. Internet/MOREnet (Bill Mitchell)

Tony Wening explained the hubs are in and functioning in Kansas City and St. Louis, The hold up is the hub for the Jefferson City area. They are hopeful of

having this one functioning within the next 30 days. The major problems have been the tariffs issues with the PSC and internal wiring problems in the State Data Center.

ACTION REQUIRED: None - informational.

9. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Larry mentioned he has nothing to report other than the Sterling contract which was discussed earlier.

ACTION REQUIRED: None-informational.

10. Network Consolidation Study (Mike Benzen)

Gail reported she has brought along copies of the Network Consolidation Study report from Southwestern Bell. Also attached are the comments from the Office of Administration. She encouraged anyone interested to pick up a copy. Mike mentioned there are several areas not covered in the report that will need to be addressed in the future.

1. IP addressing scheme - Mike feels this is being addressed in some of the committee assignments.

2. E-Mail. Mike mentioned this is a problem. Normally one person would be assigned to this issue. However there is no FTE available. To resolve this problem, it will probably require that every agency contribute monetarily to have someone assigned to work on it and get it resolved..

3. Network architecture. We will have to put together specifications for a contract. They will probably be narrowly defined so answers can be obtained for specific questions. It will need to answer, where are we, where are we going and what architecture will get us there, and what are the incremental steps that will allow us to do it.

The Network Consolidation Study was prepared by Southwestern Bell free of charge.

ACTION REQUIRED: Several recommendations in the Network Study will require additional work.

11. E-Mail Reporting (Larry Seneker)

Larry indicated he had nothing to further to report at this time. Mike alluded to this problem above and what is needed to resolve the issue.

ACTION REQUIRED: None - informational.

12. Internet Technical Group (John Stephenson)

John introduced himself as the new Chairperson for ITG. He mentioned the group felt the Internet issues previously assigned have been solved and the technology has become basically common place in the network. They would like to change their name to the Internet Working Technology Group. He is now seeking approval to move into new areas. The first meeting of this group is scheduled for October 21 in Room 493 of the Truman Building at 1:15 p.m.. He mentioned his group expressed an interest in moving into areas of Class A 10.addressing, IP version 6, and e-mail messaging security. Jim Roggero moved that this group be assigned to look into these areas. This motion was seconded

by Joyce Backes and approved by the ITAB group. This group may also serve as a resource to assist some of our committees in the various technical areas.

Mike suggested that we need to compile a listing of all the Committees along with their functions. There may be some overlap in functions and chairs of some of the committee may need to attend these meetings or coordinate activities. Lew volunteered to pull together a list of all committees, subcommittees, etc.

ACTION REQUIRED: Future direction given to Group. Lew will pull together information on all committees and functions.

13. SAM II Update (Jim Schutt)

No one was present to report on this subject. We will add to next month's agenda.

Lew reported we will make sure a representative is present to give a report.

ACTION REQUIRED: None.

REPORT ON PLANNED/ACTIVE BIDS

Matt Blotevogel reported they are looking into an AS 400 disaster recovery program. Will probably have consultants work on this issue.

Russell Helm mentioned they have begun looking at a major expansion of their ATM network across the campus.

Jim Roggero mentioned they have entered into a contract under Prime Vendor for computer based training along with classroom training. This is working well.

Chris Wilkerson reported they have brought ATM between their Rolla office and their new location on Elm Street and will soon be expanding this statewide.

REVIEW OF ACTION ITEMS

Lew reviewed the actions items from the August meeting. The Software Standards meeting will be tomorrow at the Rickman Center beginning at 10:00 a.m. Continue to provide Mike with comments on Prime Vendor problems. It appears all others have been addressed.

OTHER DISCUSSION

Betty Rottmann reported she has the statistics on the Help Desk Service, but needs to clarify several of these and will then provide information later.

The ITAB discussed the need to have more presence by OA at these meetings. The Chairman was asked by the group to request that Gail Wekenborg and Dan Steidley both attend these meetings as permanent standing members.

Mike mentioned the IT Planning Board meeting in October will be solely to talk about the salary issues. He asked that each department be represented at the meeting. It is scheduled for October 15 at 8:30 a.m. here in the Interpretive Center.

Mike also mentioned he has scheduled a meeting on October 8 at 10:00 a.m. in the Interpretive Center to put together a DP Directors organization composed of government managers, i.e. city, county , etc. He mentioned a membership committee will be formed and assistance is needed to find individuals who should be included in such an organization. He is looking at this group as a means of sharing information, etc..

NEXT MEETING

      1. The next ITAB Meeting is scheduled for Wednesday, October 22, 1997, in the Interpretive Center of the Secretary of State's office beginning at 8:30 a.m.

Lew Davison
Chairman